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MANAGEMENT OF NAS F&E PROJECT MATERIEL

May 22, 1991

U.S. DEPARTMENT OF TRANSPORTATION
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Initiated By: ALG-220

FOREWORD

This order prescribes policy and assigns organizational and functional responsibilities for ensuring agency compliance with provisions of the National Airspace System (NAS) Facilities and Equipment (F&E) Project Materiel Management System and directs the Director of the Logistics Service to issue necessary procedural guidelines to implement the system within 12 months.

This order tells personnel working at all levels in the area of NAS F&E project materiel management what is expected of them. The contents have been prepared on an agencywide basis; therefore, once procedural implementation has been completed, individual organizations may supplement those procedures with specific guidelines and instructions peculiar to their needs.

James B. Busey
Administrator

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CHAPTER 1. GENERAL

1. **PURPOSE.** This order sets agency policy in the area of NAS F&E Project Materiel Management, by defining the responsibilities of those organizations and functions which either directly or indirectly effect the accomplishment of each stage and major event within a NAS F&E project cycle.

2. **DISTRIBUTION.** This order is distributed in the Washington headquarters to the branch level within the offices of the Associate Administrators for Administration, NAS Development, and Airway Facilities; to the division level within the regions with section level distribution within Logistics, Accounting, and Airway Facilities offices; to the division level at the Aeronautical Center with branch level distribution within the FAA Logistics Center and FAA Academy; to the division level within the FAA Technical Center with branch level distribution within the Engineering, Test & Evaluation and Resource Management Services; and standard distribution to all other field offices and facilities.

3. **CANCELLATION.** This order cancels Order 4650.7, Management of Project Materiel, dated May 3, 1968.

4. **EXPLANATION OF CHANGES.** This revision redefines the roles and responsibilities in the management of NAS F&E project materiel (hereinafter referred to as "project materiel"). It separates the policy from the procedures of NAS F&E project materiel management. Current procedural implementation/operating guides are contained in the Logistics and Inventory System (LIS) Project Materiel Management System (PMMS) and the Regional Project Materiel Management System (RPMMS) User Guides as well as the orders listed in appendix 2. Property coding and reporting requirements contained therein shall continue until revised procedural implementation has been completed. The Logistics Service (ALG) shall issue implementing headquarters, regional/center, and field-level operating guides within 12 months from the date of this directive.

5. **BACKGROUND.**

a. The system prescribed herein brings all necessary equipment and materiel required to establish, improve, or decommission NAS facilities under positive control from initial planning through project closeout or until the work-in-process inventory is transferred to an in-use property custodian. At one point or another during this process, all levels of FAA management are involved in the process of project implementation: planning, acquisition, deployment, installation, accounting, or supply support activities.

b. Management of project materiel begins with the development of a definitive listing of materiel requirements for a specific NAS project, known as a NAS F&E Project Materiel List (PML). Analysis of PML requirements is required to determine availability of agency-owned materiel which could satisfy project requirements. An Advance Procurement Plan is then developed to provide resources for satisfying project requirements.

c. Status information relating to project materiel is established when the requirement is identified and is maintained until project closeout. Upon initial receipt of the materiel, quantitative and financial management begins and continues until it is converted from project materiel inventory.

6. **DEFINITION OF TITLES.** Appendix 1 contains the functional titles and definitions as used in this order for the individuals directly responsible for NAS F&E projects and materiel. Throughout this order, functional titles are displayed in bold print.

7. **FORMS.** FAA Form 1320-19, Directive Feedback Information, available through normal agency ordering and distribution channels, is recommended for requesting improvements to this directive.

8. AUTHORITY TO CHANGE THIS ORDER. The Director, Logistics Service, may issue changes to this order necessary to implement and manage the NAS F&E project materiel management system. The Administrator reserves the authority to approve changes which establish policy, delegate authority, or assign responsibility.

9. POLICY. The policy of the FAA in the area of NAS F&E project materiel management is to provide for effective planning, acquisition, and control of materiel required for the establishment, replacement, installation, and modification of the NAS environment.

10. OBJECTIVES. The basic objectives of the NAS F&E Project Materiel Management system include:

a. ensuring agency assets held in F&E inventory are utilized for program requirements prior to initiating acquisition action;

b. minimizing project materiel inventories through disposal of assets when a program requirement for those assets no longer exists and scheduling acquisition actions so that materiel is delivered at the time of need and to the point of use;

c. ensuring materiel requirements planning for approved programs is accomplished to provide for adequate and timely development of maintenance and logistics support, procedures, and requirements;

d. ensuring project materiel is used for its budgeted purpose except as authorized by the Program Manager or to satisfy an emergency operational requirement; and

e. facilitating interfaces between agency systems and operations to maintain property accountability and supply support of project materiel as well as reduce administrative costs.

11. RELATED ORDERS AND SYSTEMS. Appendix 2 lists other FAA orders relating to NAS F&E project materiel management. Appendix 3 lists agency data bases relating to NAS F&E project and materiel management.

12.-13. RESERVED.

CHAPTER 2. ORGANIZATIONAL/FUNCTIONAL RESPONSIBILITIES

14. WASHINGTON HEADQUARTERS.

a. Program management/sponsoring offices have overall responsibility for providing leadership, management, direction, and coordination within FAA for modernizing the National Airspace System, from requirements determination to project closeout. Within the program management/sponsoring offices, the **Program Manager** is the individual delegated overall responsibility over NAS F&E programs to establish or modify NAS facilities and systems, including ultimate control over nationally furnished project materiel until commissioning of the facility, system, or equipment. When a sponsoring program office is not also the acquisition program office, they work in concert to accomplish required projects. The **Washington Item Manager** is the individual within the headquarters acquisition program office assigned direct management responsibility for specific categories of nationally furnished project materiel.

b. The Logistics Service (ALG) develops policies and systems, and issues agency standards and procedures for management of project materiel. ALG performs all acquisition planning, contractual, and transportation functions related to the national acquisition of project materiel and manages and controls Government property in the possession of headquarters contractors. It also evaluates the effectiveness of contractors' quality assurance programs and ensures materiel acquired under headquarters contracts conforms to contract specifications by evaluating contractors' manufacturing, quality control, inspection and testing methods and procedures. Within ALG:

(1) The **F&E Project Materiel Policy Manager** has overall program responsibility for policies relating to the management of project materiel. These include:

(a) issuing and maintaining national orders and directives relating to the management of project materiel;

(b) assigning Washington Program and Item Manager codes;

(c) coordinating resolution of problems arising in the management of project materiel; and

(d) standardizing procedures and systems in the management of project materiel.

(2) The **Transportation Officer** is responsible for management and accountability of government property in the possession of headquarters contractors as well as issuance of shipping instructions on vendor-direct shipments of nationally furnished project materiel.

c. The Office of Budget (ABU) ensures the agency's F&E budgetary needs are accurately identified, defined, and effectively presented to DOT/OMB/Congress and that appropriated funds and other resources are effectively utilized.

d. The Office of Accounting (AAA) provides F&E accounting and payment, financial advisory, and audit liaison services (e.g., DOT/IG, GAO) for the agency, and implements policy for and evaluation of FAA F&E accounting subsystems.

15. MIKE MONRONEY AERONAUTICAL CENTER (AAC). The Aeronautical Center is responsible for developing, coordinating, and evaluating NAS project/system requirements that must be met to accomplish its assigned functions. Within the Aeronautical Center:

a. The NAS Program Management Staff, AAC-4, provides overall NAS program coordination and management and performs **Regional Associate Program Manager** functions as delineated in paragraph 17a(1). The functions of the **F&E Project Engineers** and **On-Site Engineers**, as delineated in paragraphs 17a(2) and 17a(3), are accomplished by the Aeronautical Center organization having the specific NAS F&E project or program requirement.

b. The Budget Division, AAC-30, provides NAS F&E budgetary planning and execution.

c. The Facility Support Division, AAC-50, determines requirements, plans, designs, and provides for assignment or construction of space or facilities to house F&E equipment at the Aeronautical Center.

d. The Management Services Division, AAC-60, reviews and processes NAS F&E materiel receipts for Aeronautical Center projects into the agency's in-use property management system and performs the functions of **F&E Project Materiel Manager** as delineated in paragraph 17b.

e. The Procurement Division, AAC-70, provides contractual and procurement services in support of certain categories of nationally furnished project materiel.

f. The FAA Logistics Center, AAC-400, receives, stores, preserves, and issues Logistics Center-held project materiel. It provides engineering support, provisioning, and cataloging services for the agency, and maintains the national automated data base (PMMS) as a subsystem under LIS. Within AAC-400, the **F&E Item Managers** are the individuals assigned direct responsibility for managing specific Logistics Center-held project materiel in accordance with agency policies and directives.

g. The FAA Academy, AAC-900, develops, coordinates, and evaluates new NAS system training requirements.

16. FAA TECHNICAL CENTER (ACT).

a. The Engineering, Test & Evaluation Service, ACN-1, coordinates testing and evaluation of new NAS systems. This includes reviewing F&E budget submissions by the program office to ensure adequate funding is included for site preparation, software adaption, simulation development, and systems delivery. Additionally, ACN is the prime coordinator for systems delivery and integration at the Technical Center. Within ACN, the **Regional Associate Program Manager** is the individual assigned direct responsibility for the overall planning for and management of NAS F&E equipment and systems to be delivered to the Technical Center. Except as noted, most functions delineated in Chapter 3 as being performed by the **F&E Project Materiel Managers**, various **F&E Project Engineers**, **Sector Managers**, and **consignees** are also performed by employees within ACN.

b. The Acquisition and Materiel Services Division, ACM-500, provides contractual support of NAS F&E projects, and receives, tracks, and processes into the agency's in-use property management system, both nationally furnished and center-acquired project materiel required for accomplishment of center projects.

c. The Financial Management Division, ACM-300, provides F&E budgetary planning, formulation, and execution.

17. REGIONS.

a. The Airway Facilities Divisions are the F&E program organizations within the regions. They are responsible for directing, managing, installing, administering, and implementing NAS projects within the region. They operate and manage regional fabrication shops and NAS F&E staging areas. Within the Airway Facilities Division:

(1) The **Regional Associate Program Managers** are the individuals responsible for the overall planning and management of NAS F&E programs within a region and the regional counterparts of headquarters **Program Managers**. They monitor all regional actions required for the accomplishment of approved national and regional NAS F&E projects.

(2) The **F&E Project Engineers** are the individuals responsible for planning, drafting, and performing all engineering actions required to accomplish F&E projects. They are responsible for the overall management of the construction and installation phases of a F&E project and for coordinating all project information with the appropriate **Sector Managers** and the Logistics Division.

(3) The **On-Site Engineer** is responsible for accomplishment of the physical work required to complete an F&E project.

b. The Logistics Divisions plan, manage, and provide logistics and contractual support to NAS F&E projects as well as manage project materiel located within the region. Within the Logistics Division, the **F&E Project Materiel Managers** are responsible for accomplishment of logistical support to NAS F&E projects and management of project materiel located within the region, in accordance with agency policy and directives.

c. The budget organizations provide regional NAS F&E budgetary planning and execution.

d. The accounting organizations provide accounting services, maintain the regional accounting system, and provide financial data, reports, and analyses relating to NAS F&E projects.

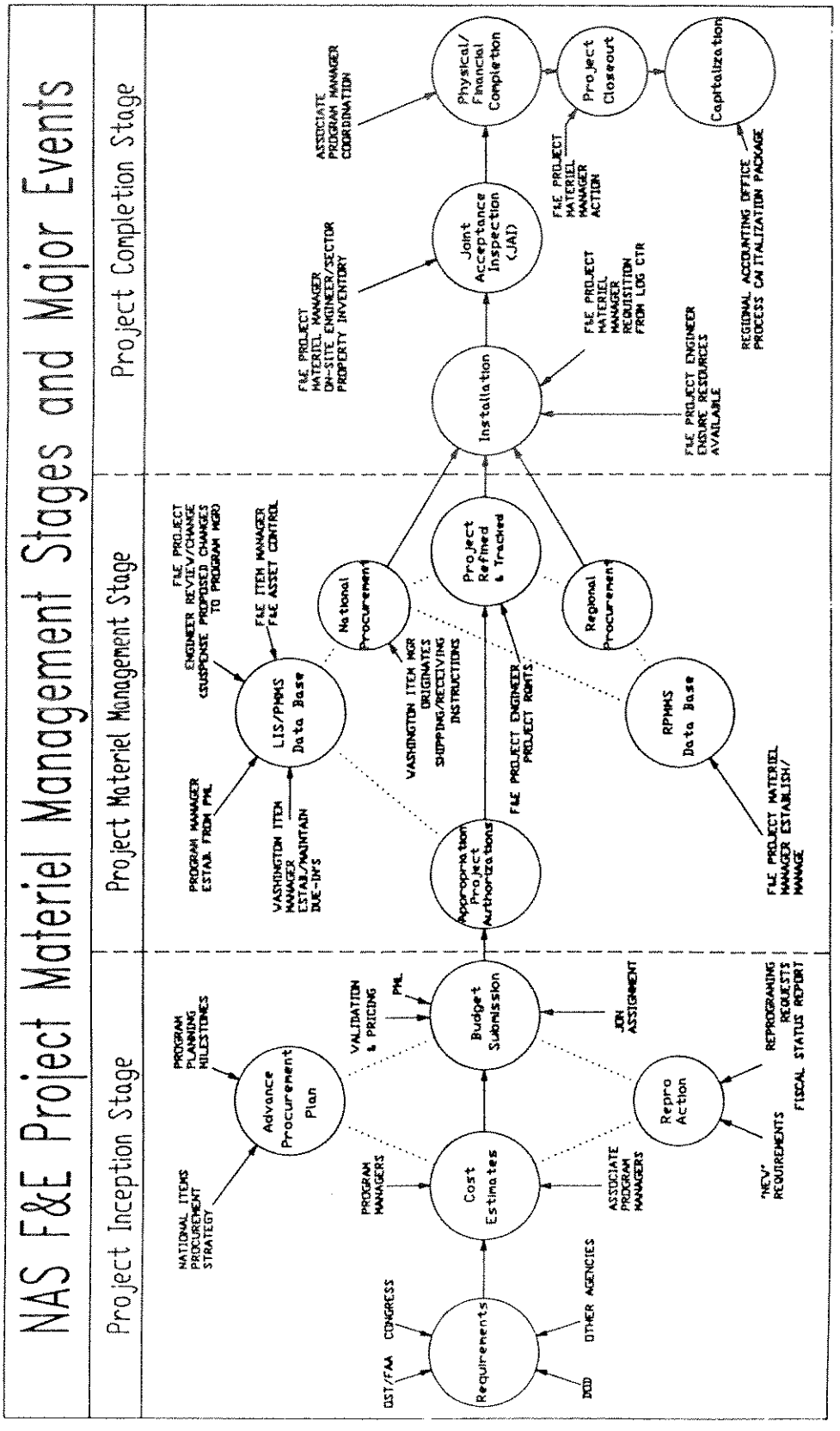
18. AIRWAY FACILITIES SECTORS. Sectors are responsible for assisting in the administration and management of NAS F&E projects at the field level. The **Sector Managers** are responsible for assisting in the administration and management of NAS F&E programs within their sectors.

19. CONSIGNEES. Consignees are any facilities where project materiel is delivered until needed for project installation. The **Facility Managers** are responsible for management and control over that materiel until it is installed or disposed of in some other way.

20.-21. RESERVED.

CHAPTER 3. STAGES AND MAJOR EVENTS

Figure 3-1. NAS F&E Project Materiel Management Stages and Major Events



SECTION 1. PROJECT INCEPTION STAGE

22. REQUIREMENT IDENTIFICATION/APPROVAL.

a. The identification of a need for establishment of, a change in, upgrade to, or replacement of a system/equipment in the NAS may originate both within and outside the agency. Requirements may be generated by the Department, as a result of a congressional mandate, for the military or another government agency, from a state or local government, or by the private sector such as an airport or the airline industry.

b. The **Program Manager** is responsible for overall system design, development, quality assurance, test and evaluation, and installation. All acquisition, maintenance, and National Airspace Integrated Logistics Support (NAILS) requirements are included. The **Program Manager** prepares the original cost estimates for Washington-furnished equipment and validates regional/center estimates (submitted by the **Regional Associate Program Managers**) necessary to acquire or satisfy requirements of individual projects and programs. The **Program Manager** also ensures the accuracy of delivery date estimates of planned major end item acquisitions provided for input into the Material Delivery Forecast Module (MDFM) segment of the Regional Project Management System (RPMS), up to ten years in advance of possible program start date for advanced, long-range planning.

c. Reprogramming, the reallocation of resources, may occur anytime during the life of a project or program to meet requirements of changing program priorities. Where necessary, approved reprogramming must be incorporated into the agency's Capital Investment Plan (CIP).

23. BUDGET SUBMISSION/APPROVAL.

a. The Office of Budget annually issues a "Call for Estimates" to each region, center, and Washington office with Facilities and Equipment appropriation responsibilities and identifies those offices responsible for submitting estimates. The "Call for Estimates" contains narrative descriptions which outline the essential features of the proposed program and the general plans for program/project accomplishment. The center and regional Airway Facilities Divisions, in conjunction with their budget offices, provide input to the Washington program offices using the RPMS F&E budget module, where data are priced out, validated, and approved by the **Program Managers**. Washington program offices are also responsible for cost estimates and justifications for national program items.

b. The **Regional Associate Program Managers** are responsible for assigning job order numbers (JON's) at the time of budget submission. In addition to the F&E JON assignment, reimbursable projects require a separate JON for that portion of the project to be reimbursed by the sponsoring organization.

c. The majority of budget submissions are for national programs. A small percentage of projects however, are managed in a region or center by the **Regional Associate Program Manager**. The budget process is the same, however, in that both require Washington headquarters approval.

d. Project scope is determined by the **Regional Associate Program Manager**, in conjunction with the program office, **F&E Project Engineers**, as well as those organizations who will use the equipment/systems once commissioned, such as air traffic or flight standards. The **F&E Project Engineers** review and approve technical and quantitative requirements for both nationally and regionally furnished materiel for approved projects.

e. Initial project start dates are established by the **F&E Project Engineers** and approved by the **Regional Associate Program Managers**.

24. DEVELOPMENT OF ADVANCE PROCUREMENT PLAN.

a. The **Program Manager** develops program office tentative Advance Procurement Plans for nationally furnished project materiel for the purpose of inclusion into the agency's Annual Procurement Plan, to establish initial program planning milestones.

b. After the budget has been appropriated, the **Program Managers** and **Regional Associate Program Managers** receive Project Authorizations (PA's) from the Washington budget office. The **Program Managers** are responsible for ensuring data from the PML are entered into the LIS/PMMS and that the LIS/PMMS contains all nationally furnished requirements necessary for the project. The **F&E Project Engineers** should review each budget submission to make sure their total requirements are identified and also review the project status report when received to ensure everything they require is on the report. The **Regional Associate Program Managers** are responsible for reviewing the LIS/PMMS to verify all required nationally furnished materiel has been included.

c. Materiel listed in the LIS Utilization, Screening and Disposal (USD) subsystem, as well as unassigned Logistics Center and regional project materiel, is analyzed for reutilization prior to initiating the acquisition of any new materiel. This is both an automated and manual process and is the responsibility of the **Washington Item Managers** under the **Program Managers'** guidance. The process will be repeated throughout the life of the program.

d. Acquisition of those requirements not satisfied by reutilization of agency assets may be accomplished by:

(1) Logistics Center or Regional fabrication;

(2) acquiring from (or providing to) other government agencies; or

(3) procurement.

e. Actual project/program accomplishment may be achieved by:

(1) FAA acquisition and installation;

(2) FAA acquisition with contractor installation; or

(3) contractor acquisition and installation.

25.-26. RESERVED.

SECTION 2. PROJECT MATERIEL MANAGEMENT STAGE

27. IDENTIFICATION OF REQUIREMENTS AND RECORDS MANAGEMENT.

a. At the headquarters level:

(1) The **Program Managers** shall:

(a) ensure all approved national projects are established and maintained within the LIS/PMMS;

(b) ensure all NAILS requirements are identified for their projects; and

(c) respond to (acknowledge, approve, or disapprove) regional project change requests; e.g., requests for project completion or cancellation, non-project requisitions, project change requests, etc. The **Program Managers** are responsible for responding (in coordination with the applicable **Washington Item Manager**) to regional requests within 10 work days.

(2) The **Washington Item Managers** shall:

(a) provide item identification and control of project materiel, by requesting establishment or reactivation of a Master Inventory Record from the Logistics Center's Cataloging Branch, for project materiel not already identified;

(b) enter and maintain their items within LIS/PMMS, which includes establishing and maintaining due-in (availability) dates in LIS/PMMS for equipment or materiel under contract; and

(c) ensure the accuracy of major end item delivery date changes provided for entry into the MDFM.

b. At the Regional/Center level:

(1) The **F&E Project Engineers** shall:

(a) determine technical and quantitative requirements for headquarters and regionally-furnished materiel for approved projects, including spares, support and test equipment, and Schedule "A" and "B" materiel needed for NAILS support; and

(b) ensure required F&E documentation is initiated, maintained, and provided to appropriate offices on a timely basis.

(2) The **F&E Project Materiel Managers** may affect certain LIS/PMMS changes, e.g., extending start dates, place name and supply support code changes, type-of-work changes, and reduction/deletion in the quantity of an item required.

(3) The **F&E Item Managers** maintain their NAS F&E items within the LIS/PMMS and establish and maintain due-in dates for materiel to be repaired. They maintain files, reports, and records necessary for efficient project materiel support.

28. ACQUISITION OF MATERIEL/EQUIPMENT AND TRACKING AVAILABILITY DATES.

a. At the headquarters level:

(1) **Program Managers** are responsible for:

(a) ensuring nationally furnished project materiel is acquired;

(b) determining acquisition method;

(c) monitoring contractor performance;

(d) ensuring NAILS requirements are included in the acquisition process; and

(e) ensuring requirements, the process of acquiring and requisitioning materiel to be furnished to headquarters contractors, are in accordance with contract terms.

(2) **Washington Item Managers** are responsible for:

(a) analyzing current project materiel inventory to determine availability of on-hand or due-in assets which could satisfy project requirements prior to initiating new acquisition actions;

(b) initiating acquisition action for nationally furnished project materiel, spares, support, and test equipment;

(c) ensuring procurement actions are in alignment with shortages for approved NAS F&E projects;

(d) estimating and updating procurement lead times and equipment and materiel costs;

(e) initiating action to cancel acquisition actions when equipment and materiel become available to satisfy project requirements;

(f) obtaining national stock numbers (NSN) from the FAA Logistics Center Cataloging Branch for nationally furnished project materiel; and

(g) coordinating project materiel transfers.

b. At the Regional/Center level:

(1) The **F&E Project Engineers** are responsible for:

(a) initiating the actions required to acquire all nationally and regionally-furnished materiel in time for project start. Such action also encompasses the finalization of both national and regional Government-furnished property requirements;

(b) approving and forwarding procurement actions on all items requiring regional purchase to the **F&E Project Materiel Managers**, who validate the F&E procurement requests; and

(c) initiating action for the acquisition of contractor performed construction and installation and coordinating with the **Regional Logistics Division Managers (or designees)** all materiel and construction contract requirements, changes, etc., necessary for both national and regional NAS F&E projects.

(2) The **F&E Project Materiel Managers** are responsible for:

(a) requisitioning Logistics Center project materiel;

(b) screening unassigned regional project materiel to determine availability of on-hand or due-in materiel which could satisfy project requirements prior to acquisition; and

(c) monitoring (after the fact) local field acquisitions, e.g., SF-44's and blanket purchase agreement (BPA) purchases, as well as contractor-acquired F&E materiel procured for project use at the installation site.

c. At the field office level, the **Sector Managers** (or designees) are responsible for requisitioning Initial Supply Support Allowance Chart (ISSAC) and Schedule "A" and "B" materiel as necessary.

29. REFINEMENT OF ENGINEERING PLANS/SUPPORT/REQUIREMENTS.

a. At the headquarters level, the **Program Managers** are responsible for continually refining program planning and engineering criteria and acquiring NAILS support requirements.

b. At the Regional/Center level, the **F&E Project Engineers** are responsible for ensuring refinement of projects within the region/center through continued planning, support, and engineering requirement reviews. The **F&E Project Engineers** review and recommend changes to (if applicable) the technical and quantitative data in LIS/PMMS, submitting changes to the **F&E Project Materiel Managers** at least 90 days prior to the project start date. They coordinate all project information with the **On-Site Engineers** and serve as regional advisors to them during all phases of the project.

30. PROJECT TRACKING. Project tracking encompasses maintaining funds control and updating project plans and milestones. This is a continuation of the project inception stage planning activities.

a. At the headquarters level:

(1) The **Program Managers** monitor program and project schedules and maintain project management reporting systems. They also review and revise project requirements and cost estimates, including the identification of any GFP requirements at the national level, and coordinate with **Regional Associate Program Managers**.

(2) The **Washington Item Managers** monitor project progress; change availability dates as required for the items they manage in the LIS/PMMS; and coordinate project requirements, funding, and schedule changes with the **Program Managers**.

b. At the Regional/Center level:

(1) Various components of the Airway Facilities Divisions provide input to maintain the scheduling, status, and tracking portion of the RPMS data base.

(2) The **Regional Associate Program Managers** are responsible for ongoing monitoring, reviewing, and revising project requirements, schedules, and cost estimates. They exercise fund control at the regional level in coordination with the **Program Managers** to ensure timeliness and adequacy from program initiation to project completion.

(3) The **F&E Project Engineers** are responsible for ensuring project start and completion dates are met or revised, as applicable.

(4) The **F&E Project Materiel Managers** coordinate actions with the applicable Airway Facilities Division components which could affect project planning, scheduling, receiving, inventorying, storing, and/or transportation of project materiel.

31. SHIPPING AND RECEIVING/STORAGE AND SPACE. The agency's policy is that project materiel will be shipped once to the point of use. There are, however, exceptions where the nature of an item, e.g., cable, supports centralized bulk storage. In other cases, because of space limitations at the field level, long-term storage is best accomplished at a central site.

a. At the headquarters level, the **Washington Item Managers** are responsible for preparing shipping and receiving instructions for vendor-shipped nationally procured NAS F&E project equipment and materiel. In addition, they are responsible for ensuring the regional Technical Officer's Representative (TOR) is aware of pending shipments. Also, **Washington Item Managers** are responsible for prior coordination with the **F&E Item Manager** when program requirements or project scheduling changes require large or multiple shipments to be diverted from the installation site to the Logistics Center. The **Transportation Officer** is responsible for issuing shipping instructions on vendor direct shipments of nationally furnished project materiel.

b. At the Regional/Center level:

(1) The **F&E Item Managers** are responsible for coordinating the shipment of all project materiel and equipment delivered to the Logistics Center.

(2) The Airway Facilities Divisions are responsible for managing and operating regional fabrication shops and staging areas.

(3) The **F&E Project Engineers** are responsible for ensuring adequate storage space is available PRIOR to requesting **F&E Project Materiel Managers** to have the materiel shipped. If required, a request for commercial storage space should be coordinated with the **F&E Project Materiel Manager**.

(4) The **Regional Associate Program Managers** are responsible for providing funds required for commercial storage of project materiel.

(5) The **F&E Project Materiel Managers** are responsible for confirming with the **Sector Managers** (or designees) that adequate storage space is available PRIOR to requesting shipment of project materiel. In addition, they ensure all shipping/receiving instructions are sent to and coordinated with the **consignee** in a timely manner. Any requests to remove nationally furnished project materiel from the project/site is to be coordinated with the **Washington Item Manager** prior to its removal.

(6) The **On-Site Engineers** are responsible for coordinating with the **Sector Managers** (or designees), **F&E Project Engineers**, and the **F&E Project Materiel Managers** PRIOR to removing any project materiel from the site/project.

c. At the field office level:

(1) The **Sector Managers** are responsible for ensuring adequate storage is provided for incoming project materiel. If adequate space is not available, they shall notify the **F&E Project Materiel Managers**.

(2) The **consignees** are responsible for receiving project materiel and executing and forwarding all receiving documents in accordance with existing agency procedures. This may entail only verifying the number of boxes in a shipment against the shipping list and looking for any visible damage. Exceptions to this are shipments containing sensitive items (requiring line-item accountability), such as test and portable communications equipment. These shall be opened and inspected. Any shipment discrepancies should be resolved using standard FAA procedures regarding over, short, and damaged shipments. The information required for line-item closeout to the agency's in-use property management system shall be annotated on the receiving document at the time of receipt. Once receipt is accomplished, the **consignees** are to mark the shipment as F&E with the JON, segregate it from operations and excess stock, and ensure it is securely stored.

32. INVENTORY MANAGEMENT. Although most of the inventory management activities take place at the regional/center levels, the **Program Managers** are authorized to direct the transfer of project materiel to satisfy an emergency or priority situation or requirement. Such decisions are to be coordinated by the **Washington Item Managers** with the affected regional and center **Regional Associate Program Managers** and **F&E Project Materiel Managers**. In addition, **Washington Item Managers** shall revalidate tentative projects annually to ensure Logistics Center-held committed assets are still required. The **Transportation Officer** is responsible for management of and accountability for Government property in the possession of headquarters contractors.

a. Because of the small number of active Aeronautical and Technical Center projects (at any one time), it has been determined cost-effective not to require their use of a separate inventory system to track project materiel; therefore, inventory is entered directly into the agency's in-use personal property management system.

b. At the Regional/Center level:

(1) The **F&E Item Managers** are responsible for overall management and control of Logistics Center-held project materiel, providing materiel support to headquarters, region, and center personnel.

(2) The **F&E Project Engineers** shall coordinate, prior to the fact, all project materiel transfers with the **F&E Project Materiel Manager**.

(3) The **F&E Project Materiel Managers** are responsible for monitoring project materiel received in a region, by:

(a) ensuring adequate controls are in place to properly manage and control such inventory in accordance with FAA policy and orders;

(b) providing materiel support services to the **F&E Project Engineers**;

(c) entering all inventory into the RPMMS and ensuring all documents are accurately processed to support reconciliation between accounting and property systems in accordance with sound inventory and accounting practices;

(d) posting receipt of "direct ship" project materiel to LIS/PMMS;

(e) screening regional project materiel for potential use/excess when it has not been assigned to or reserved for a specific project for 12 months;

(f) transferring project materiel within regional boundaries when directed by the **F&E Project Engineers**; and

(g) coordinating the transfer of nationally furnished project materiel, in advance, with the **Washington Item Manager**.

c. At the field office level, the **Sector Managers** are responsible for any discrepancies in project materiel inventories. Such discrepancies shall be resolved using standard FAA policies regarding lost, stolen, or destroyed property. During the Materiel Management Stage, the **Sector Manager** has overall responsibility for protecting project materiel received and stored within the sector.

33.-34. RESERVED.

SECTION 3. PROJECT COMPLETION STAGE

35. INSTALLATION.

a. At the Regional/Center level:

(1) The **On-Site Engineers** are responsible for performing any required FAA-performed construction or installation work and monitoring contractor-performed construction or installation work. Once installation begins, responsibility for protecting project materiel identified for a particular project is transferred to the assigned **On-Site Engineer**. As such, **On-site Engineers** are also responsible for any discrepancies in that project's inventory, which shall be resolved using standard FAA policies regarding lost, stolen, or destroyed property.

(2) The **F&E Project Engineers** are responsible for resolving any unanticipated problems occurring during actual construction or installation phases of F&E projects.

b. At the field office level, the **Sector Managers** are responsible for providing assistance to the installation and/or construction crew in matters pertaining to project materiel and equipment.

36. PROPERTY INVENTORY.

a. At the Regional/Center level:

(1) The **F&E Project Engineer** shall notify **F&E Project Materiel Manager**, in writing, at least 10 working days before the JAI is scheduled so that the **F&E Project Materiel Manager** can coordinate any required inventory action.

(2) The **F&E Project Materiel Managers** shall ensure an inventory is taken prior to JAI, participating directly and/or requesting the applicable **Sector Managers** and **On-Site Engineers** to conduct the inventory. They are to provide the **Sector Managers** (or designees) with the project materiel listing to be used as the basis for the inventory.

b. At the field office level, the **Sector Managers** are responsible for inventorying project materiel prior to JAI. They shall promptly report all unrequired materiel identified by the **On-Site Engineers** at completion of the project.

37. JOINT ACCEPTANCE INSPECTION (JAI).

a. At the Regional/Center level, the **On-Site Engineers** are responsible for notifying the **Sector Managers** (or designees) to initiate JAI action and participate in the JAI for identification of any project discrepancies.

b. At the field office level, the **Sector Managers** are responsible for providing a chairperson and participants for the JAI.

38. COMMISSIONING AND PHYSICAL COMPLETION. After a final, completed JAI (with the **Sector Manager** concurring with the board findings), the **Regional Associate Program Managers**, in concert with the regional accounting offices, have 30 days to update the project to a physically completed status and to notify the **F&E Project Materiel Managers** of the change in project status.

39. FINANCIAL COMPLETION.

a. The Aeronautical and Technical Centers do not have the same project closeout requirements as the regions. Therefore, the remaining requirements pertain only to regional NAS F&E projects.

b. At the Regional level:

(1) The **Regional Associate Program Managers** are responsible for coordinating with other airway facilities, logistics, and accounting offices to ensure timely financial completion of physically completed projects (normally 90 days from the date the project is physically completed). The following actions are required to complete a project financially:

Required Actions	Responsible Office
Record all Project Costs	Accounting
Resolve Any Significant/Financial Questions	Airway Facilities
Receipt/Update/Processing of Required Reports/Forms	Logistics
Clear Unliquidated Obligations	Accounting
Balance Fiscally	AF/Fin. Mgmt
Update Project Status	Accounting

After a project has been designated as physically complete, no new obligations should be made without the prior approval of the **Regional Associate Program Managers**.

(2) The **On-Site Engineers** are responsible for providing all project closeout paperwork/records to **F&E Project Materiel Managers** (through the applicable **Sector Manager**) for proper identification of accountable personal property, real property, and installed, removed, or residue facility equipment.

(3) The **F&E Project Engineers** determine the disposition of residue project materiel. If the materiel was nationally furnished, such determination shall be made in concert with the applicable **Washington Item Manager**.

(4) The **F&E Project Materiel Managers** ensure all required actions are taken to transfer residue project materiel (as directed by the **F&E Project Engineer**) to another project or to designate it as "unassigned materiel." The disposition of nationally furnished project materiel shall also be coordinated with the **Washington Item Manager**.

40. CLOSEOUT.

a. A job shall be partially closed out:

(1) On an individual line-item basis for any firearms, computer, portable test or communications equipment meeting the agency definition of sensitive or line item accountable property. Such materiel is to be transferred from project materiel inventory and recorded in the agency's in-use personal property management system within 30 working days after receipt and entry into project materiel inventory.

(2) By line item or cost code; e.g., "440" for facility equipment. When a completed job cannot be closed out because of litigation or other long-term delay, that portion of the job not affected by the delay shall be closed.

b. Other partial closeouts, either by line item or cost code, may be performed at the agency's discretion regardless of a project's status.

c. A companion job may be held open until its "companion" is ready to be closed out. For closeout purposes, companion jobs are defined as only those jobs established to complete the work begun on an earlier job, because the latter either had (1) no funds remaining or (2) an expired appropriation.

d. At the regional level, the **F&E Project Materiel Managers** are responsible for:

(1) Taking the actions required (including data entry) to both partially and fully close out NAS F&E projects. For full job closeouts, this should normally occur within 30 days from the date the project is financially completed. This includes determining what materiel should be transferred (via electronic interface) to the agency's in-use personal property management system and what should be designated as real property or expensed.

(2) Initiating full job order closeouts (on physically and financially completed projects) containing installed facility equipment. They are also to provide the applicable **Sector Manager** with a copy of the closeout package for inclusion in the facility's Facility Reference Data File.

(3) Sending the capitalization package (all necessary documents) to the accounting office to initiate financial capitalization efforts.

41. CAPITALIZATION. The regional accounting office is responsible for updating all necessary financial ledgers and project statuses. This should normally occur within 30 days from the date the project is closed.

42. COMPLETION TIMEFRAME. The normal timeframe to complete, close, and capitalize a NAS F&E project is summarized as follows:

Required Effort	Time frame	OPI
From final, completed JAI to Physical Completion	30 days	AF
From Physical To Financial Completion	30 days	AF
Project Closeout	30 days	Logistics
Financial Capitalization	30 days	Accounting
Total timeframe required	180 days	

43.-44. RESERVED.

APPENDIX 1. FUNCTIONAL TITLES AS USED IN THIS ORDER

TITLE	DEFINITION
REGIONAL ASSOCIATE PROGRAM MANAGER	The individual within the planning segment of Regional Airway Facilities Divisions or Centers who has overall responsibility for a program (radar, navigation aids, etc.) at the region or center level. He/she is the region or center counterpart to a headquarters Program Manager.
CONSIGNEE	Any facility where project materiel is delivered until needed for project installation.
F&E ITEM MANAGER	The individual within the FAA Logistics Center assigned direct responsibility for managing specific Logistics Center-held project materiel in accordance with agency policies and directives.
F&E PROJECT ENGINEER	The individual within the engineering segment of the Regional Airway Facilities Division or a Center who is responsible for planning, drafting, and performing all engineering actions required to accomplish F&E projects. He or she is responsible for the overall management of the construction and installation phases of an F&E project.
F&E PROJECT MATERIEL MANAGER	The individual within the Regional Logistics Division or a Center who has overall responsibility for logistical support of NAS F&E projects and management of project materiel located within the region, in accordance with agency policies and directives.
F&E PROJECT MATERIEL POLICY MANAGER	The individual within the Logistics Service with overall program responsibility for policies relating to the management of project materiel.
FACILITY MANAGER	The individual responsible for an FAA facility including management and control over project materiel until it is installed or disposed of in some other way.
ON-SITE ENGINEER	An engineer or technician within the engineering segment of the Regional Airway Facilities Division or a Center who has responsibility for actual accomplishment of the physical work required to complete a NAS F&E project. Various titles used throughout the agency for this function include: Resident Engineer Site Engineer or Technician Civil/Electronic/Mechanical Engineer or technician Installation Engineer or Technician
PROGRAM MANAGER	The individual within the program office delegated overall agency responsibility for NAS F&E programs to establish or modify NAS facilities and systems, including ultimate control over nationally furnished project materiel until commissioning of the facility, system, or equipment. When a sponsoring program office is not also the acquisition program office, both the sponsoring and acquisition program offices work in concert to accomplish required projects.

TITLE	DEFINITION
PROGRAM SPONSOR	The FAA organizational element responsible for generating System Requirement Statements and representing the user in the acquisition process.
TRANSPORTATION OFFICER	The individual within the Logistics Service who is (1) responsible for providing guidance and assistance on the preparation of project materiel shipping documents; and (2) the only person authorized to release shipping documents for Washington headquarters or Aeronautical Center contracts.
WASHINGTON ITEM MANAGER	The individual within the headquarters acquisition program office assigned direct management responsibility for specific categories of nationally furnished project materiel.

APPENDIX 2. OTHER RELATED ORDERS

ORDER NO.*	TITLE	DESCRIPTION
1375.4	STANDARD DATA ELEMENTS AND CODES - FACILITY IDENTIFICATION AND SUPPLEMENTAL STANDARDS	Prescribes standard data elements and codes for use in facility data systems.
1375.6	STANDARD DATA ELEMENTS AND CODES - ACCOUNTING	Prescribes standard accounting codes for use in FAA accounting systems.
1375.7A	ORGANIZATION/COST CENTER CODES STANDARD DATA ELEMENTS	Describes cost center codes.
1800.30	DEVELOPMENT OF LOGISTICS SUPPORT FOR FAA FACILITIES	Prescribes the policy for integration of logistics considerations and planning into the NAS management process.
2500.8	OPERATIONS VS F&E FUNDING	Provides guidance for uniformly determining whether work should be funded under operations or F&E appropriations.
2510.5	FISCAL PROGRAMMING AND REPORTING PROCEDURES FOR THE FACILITIES AND EQUIPMENT APPROPRIATIONS	Provides procedures for management and control of fiscal programs covering F&E appropriations.
2700.31	UNIFORM ACCOUNTING SYSTEM OPERATIONS MANUAL	Prescribes the principles and standards for planning, executing, and controlling FAA operations and materiel.
4420.3	LAND ACQUISITION	Contains standards and guidelines for the acquisition of land for FAA facilities.
4420.4	SPACE ACQUISITION	Contains standards, procedures, and guidelines for implementing agency policy and directives governing the acquisition of space for FAA offices and facilities.
4450.8	TECHNICAL SUPPORT SERVICES CONTRACT (TSSC) OPERATIONS HANDBOOK	Serves as a guide for personnel in the administration and management of the TSSC and performance under the contract.
4456.1	PROMPT PROCESS OF RECEIVING REPORTS	Sets forth procedures required for prompt processing of receiving reports.
4560-1	POLICIES & PROCEDURES COVERING THE PROVISIONING PROCESS DURING THE ACQUISITION OF FAA MATERIEL	Prescribes policies and procedures applicable to the provisioning process.
4620.3	INITIAL SUPPORT FOR NEW OR MODIFIED EQUIPMENT INSTALLATION	Establishes responsibility for on-site availability of initial spares.
4630.2	STANDARD ALLOWANCE FOR SUPPLIES AND WORKING EQUIPMENT FOR NATIONAL AIRSPACE SYSTEM FACILITIES	Consolidates and organizes information required for effective management and control of FAA allowances of supplies and working equipment for NAS facilities.
4633.1	PHYSICAL INVENTORY	Provides standards and assigns responsibilities for conducting physical inventories of FAA-owned accountable personal property.

* Latest version

ORDER NO.*	TITLE	DESCRIPTION
4650.15	SUPPLY SUPPORT CODE ASSIGNMENT/CROSS-REFERENCE MAINTENANCE	Illustrates the structure and prescribes responsibilities and procedures relating to the supply support code and its related cross reference file.
4650.16	NATIONALLY FURNISHED PROJECT MATERIEL PROCURED BY THE WASHINGTON HEADQUARTERS PROCUREMENT OFFICE AND THE AERO CENTER (LOGISTICS CENTER)	Assigns responsibilities for procurement of nationally furnished project materiel.
4650.21	MANAGEMENT OF IN-USE PERSONAL PROPERTY	Prescribes procedures to be followed for managing in-use personal property.
4650.22	VENDOR SHIPMENTS OF NATIONALLY FURNISHED PROJECT MATERIEL	Establishes procedures to be used for providing shipping documentation for nationally furnished project materiel.
4650.25	AIRWAY FACILITIES SERVICE OPERATING PROCEDURES FOR F&E MATERIEL MANAGEMENT	Implements procedures to be followed within Airway Facilities for establishing and maintaining the Materiel On Order List (MOOL) and Project Change Documents (PCD) submitted by the regions.
4660.3	REAL PROPERTY ACQUISITION AND DISPOSALS	Prescribes procedures and responsibilities for real property acquisition and disposal.
4660.8	REAL PROPERTY MANAGEMENT AND DISPOSAL	Assigns responsibilities, provides procedures, and establishes standards for the operation, management, and disposal of real property.
4700.2	STORAGE MANAGEMENT	Prescribes practices, states principles, and contains guidance for performing storage management functions.
4800.2	UTILIZATION AND DISPOSAL OF EXCESS AND SURPLUS PERSONAL PROPERTY	Implements policy, assigns responsibilities and prescribes standards and procedures for the functions of utilization screening, excess determination, reporting and disposal of FAA excess and surplus personal property.
4960.1	SUPPORT SHOP SERVICES	Defines FAA objectives relative to establishing and operating support shop services.
6000.5	FACILITIES MASTER FILE	Describes the FMF and provides instructions for updating and retrieving data.
6020.4	F&E PROGRAM PHYSICAL STATUS REPORTING SYSTEM	Establishes objectives, responsibilities, and uniform procedural guidelines for physical status reporting.
6030.45	FACILITY REFERENCE DATA FILE	Establishes requirements for accomplishing, documenting, and reporting Joint Acceptance Inspections (JAI) and for collecting and recording facility, system, and equipment technical reference data.

* Latest version

APPENDIX 3. PROJECT/MATERIEL MANAGEMENT DATA BASES

SYSTEM NAME	SPONSOR	SYSTEM DESCRIPTION
PROJECT MATERIEL MANAGEMENT SYSTEM (PMMS)	ALG-220	Developed as a subsystem under the LIS umbrella, PMMS brings nationally furnished project materiel under positive control by providing Washington program offices, regions, and centers, data necessary for effective control and utilize of assets to fulfill project requirements. Projects are entered into the system during the budget cycle and are managed by program managers and item managers until all such materiel has been received at the project site. It accumulates requirements from the regions, centers, and program offices on a daily basis and compares them against Logistics Center NAS F&E project materiel inventory, producing reports on project status, materiel asset requirements.
MATERIAL DELIVERY FORECAST MODULE (MDFM)	ANS-210	The system is now part of Regional Project Management System (RPMS). It identifies future project workload by providing long-term (e.g., 2 - 10 years prior to actual project authorization) delivery estimates for all F&E major end-items. Delivery dates in the MDFM are the best dates available to the Program Manager, based on planning schedules or those established in contracts. The system's goal is to account for all project major end item delivery information on all NAS projects as well as regionally generated F&E projects.
REGIONAL PROJECT MATERIEL MANAGEMENT SYSTEM (RPMMS)	ALG-220	The system was developed as a means for physical inventory management and financial control over project materiel on hand within a region. It provides the regional logistics and AF organizations with detailed job order and line-item inventory as well as summary stock information.
REGIONAL PROJECT MANAGEMENT SYSTEM (RPMS)	ANS-210	The system provides comprehensive budget planning, scheduling, monitoring, status, and controlling tools for F&E projects. It replaced the former F&E Reporting System (FERS) and F&E Manpower System (FEMS) as well as providing a computerized F&E budget submission. The system integrates all facets of the F&E project life cycle from project conceptualization through project closeout.